

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS MEETING**

**August 27, 2020
Conference Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

1. **Present:** President William Trombly, Jr., Commissioner Linda Miccio, Clerk, Commissioner Danielle York, Commissioner Judy Reardon, Commissioner Harold Sullivan, Commissioner Omer Beaudoin, Deputy Director-Water Distribution Guy Chabot, Deputy Director-Water Treatment & Supply David Miller, Deputy Director-Finance & Administration Sarah Lescault and Watershed Land & Property Manager John O'Neil.
2. Due to the COVID-19 Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.
3. **The Clerk calls the roll.** There is a quorum present.
4. **Minutes** - Minutes of the July 16, 2020 meeting were approved on MOTION by Comm. Sullivan, seconded by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.
5. **Finance Committee Report for July and August** - Commissioner Sullivan reviewed the July and August monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$1,472,977.39 and \$1,067,087.39, respectively. He noted nothing out of the ordinary. Both committee reports were approved on MOTION by Comm. Miccio, seconded by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.
6. **Director's Report** - Each Division Head presented their portion of the Director's Report to include monthly financials, personnel, reports from the Water Treatment and Supply, Watershed and Water Distribution Divisions and the NH Water Works Association Summer Newsletter.
 - a. Deputy Director Lescault reported on the financials for the one month ended July 31, 2020.

Back in June, the City made the decision to waive online/phone processing fees for payments to promote customers to pay without visiting offices in person. Our Board agreed and the fees are being reimbursed by emergency grant funds from the pandemic. The City voted this to end on August 31st, and to be consistent, we are too. Any online/phone payments made September 1st or later will be charged the \$2.95 processing fee for every \$500 spent.
 - b. Concerning personnel, we've recently posted an open Public Services Worker II position.

In the Lab, we are requesting from the Human Resources and Insurance Committee (HRIC) to fill the budgeted Laboratory Technician I position.

We posted in-house the open (as of September 1st) Administrative Services Manager position made vacant with the retirement of Monique Dodd.
 - c. Deputy Director Miller reported to the Board on monthly activity concerning the Water Treatment and Supply Division. Topics included; progress and schedule of; Design of Kimball Road Water Treatment Plant and Pump Station; Construction schedule of Derryfield Pump Station improvements; Main Dam and surrounding impoundment rehabilitation; 4MG Reservoir cover replacement; Lagoon #6 completion; other plant activities.

d. Watershed Land & Property Manager O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics included; Watershed Patrol / Trails activity; real estate projects; watershed crew work; Timber Harvesting; other summer projects and events.

e. Deputy Director Chabot reported to the Board on on-going distribution activity at the meeting. Distribution is in full summer mode. An updated construction schedule was distributed at the meeting.

f. Director Croasdale noted a report on COVID-19 data he receives weekly from the City's Health Department is included for informational purposes only.

7. **Round the Res' Tower Hill 5 Miler.** - Deputy Director Lescault reviewed the State guidelines for races, and spoke with the timing company about our options for the scheduled October 24th Youth Education Fundraiser.

Per the timing company, we have three options:

1. Move forward with a completely in-person race. This would require guidance to be followed including having a rolling start, and having a large area to spread out at the start and finish lines.
2. Move forward with an in-person race, but add a virtual registration option so people can choose what they are most comfortable with.
3. Change to a virtual race, which would cost \$1,000 (instead of \$2,050 for in-person). A virtual event would be managed and marketed online through the timing company, with additional marketing by MWW social media and City pages. The timing company would then send out an email to everyone who registers with instructions and details about the event. Registrants post their results online.

To be safe, and consistent with the City and School District events, the Board determined the virtual race was the best option.

On MOTION by Comm. Sullivan, seconded by Comm. Miccio, the Board approved the change to a virtual race. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

8. **Event Request – New Hampshire 10 Miler** – Watershed Land and Property Manager O'Neil reviewed an application from Millennium Running for their annual New Hampshire 10 Miler which is scheduled for Saturday, August 29th. The request is to use the Front Park as the start and finish line of the race along with certain parts of our fire roads.

MWW Staff would like to comment on the timeliness of this application. In the past, the application for this event has been received in the March/April timeframe, which is when the application is dated for. It appears the application was completed and never sent to MWW by John Mortimer of Millennium Running.

We have advised Mr. Mortimer that we will recommend the Board approve this event, with one condition – that he does not advertise the event in future years until he has Board Approval.

On MOTION by Comm. Miccio, seconded by Comm. Sullivan, the Board approved the event with the understanding that future events will not be advertised prior to Board approval. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

9. **Employee Retirement, Monique Dodd** - Monique has been with the department for fourteen years, and in her current position for the last five years. She has been an outstanding addition and we are happy for her as her retirement is well deserved. Monique will be greatly missed by all at MWW.

On MOTION by Comm. Trombly, seconded by Comm. Miccio, the Board accepted Monique Dodd's retirement with regret. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan –

yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

10. **Draft Safety Manual** – MWW Staff have been working to update our official MWW Safety Manual. The current Safety Manual was adopted by the Board of Water Commissioners in 1995.

A draft copy of the proposed manual was distributed during the meeting and staff recommends bringing it back to the September meeting for a formal vote. In the interim Board members will have time to review and submit comments, propose edits or changes, etc. At the September meeting, we'll re-distribute with any edits highlighted at which time the Board may or may not vote to approve.

11. **Confirmation of July 27th Phone/Email Poll** - At the July Board of Water Commissioners meeting, the Board voted to approve the proposal from Viking Roofing to install a new roof on the Cohas Pump Station and adjoining residence. The contract motion was to approve \$532,520 which is the total indicated on page 4 of the proposal.

It was later determined by the contractor that a mistake was made in calculating the Grand Total. The Flat Roof cost (page 4) of \$41,184 was not included in the Grand Total number of \$532,520. The Grand Total amount should have been \$573,704. After discussions with the contractor on an option change to the flat roof, he reduced the \$41,184 by \$5,539.50 to \$35,644.50 (attached amended contract summary). That puts the total actual cost at \$568,164.50.

Director Croasdale requested via email that we amend the July 16th vote to cover the corrected total so the contractor could begin work in advance of the upcoming BWC meeting when formal approval would occur.

A majority of the Board members voted in the affirmative to approve the corrected total.

On MOTION by Comm. Sullivan, seconded by Comm. York, the Board confirmed the results of the July 27th phone/email poll. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

12. **Employee Resignation, Alex Larochelle** - On MOTION by Comm. Miccio, seconded by Comm. York, the Board accepted Alex Larochelle's resignation with regret. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

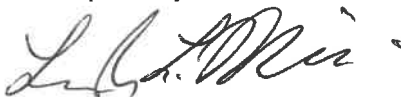
13. **Report of Committees** – There were no reports of Committees.

11. **New Business** – There was no new business.

The next public participation meeting followed by the regular meeting of the Board of Water Commissioners is scheduled to be held on Thursday, September 24, 2020 beginning at 3:25 p.m. in the conference room at 281 Lincoln St., Manchester, N.H.

12. **Adjournment** - If there is no further business, a motion is in order to adjourn. On MOTION by Comm. Miccio, seconded by Comm. Sullivan, the meeting was adjourned at 5:07 p.m. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

Respectfully submitted,



Linda L. Miccio
Clerk

